



# Armidale Secondary College

## Enrolment Policy

**Armidale Secondary College's Enrolment Policy has been developed in accordance with the Department of Education "Enrolment of Students in NSW Government Schools", August 1997 and "General Enrolment Procedures", December 2018.**

### 1. Local Enrolment

A local enrolment is a student (permanent or temporary resident) whose permanent residence is situated within the designated local enrolment area.

- a) The school may seek evidence (demonstrating local resident status and student background) through the provision of current original documents and applying the 100-point residential check. The required documentation is summarised below:

Document showing the full name of the child's parent	Points
1. Only one of (i.e. no additional points for additional documents) 1.1. Council rates notice 1.2. Lease agreement through a registered real estate agent for a period of at least 6 months or rental board bond receipt 1.3. Exchanged contract of sale with settlement to occur within the applicable school year	40
2. Any of the following 2.1. Private rental agreement for a period of at least 6 months 2.2. Centrelink payment statement showing home address 2.3. Electoral roll statement	20 each
3. Any of the following documents 3.1. Electricity or gas bill showing the service address* 3.2. Water bill showing the service address* 3.3. Telephone or internet bill showing the service address* 3.4. Drivers licence or government issued ID showing home address* 3.5. Home building or home contents insurance showing the service address 3.6. Motor vehicle registration or compulsory third party insurance policy showing home address 3.7. Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this	15 each

\* up to three months old

A request for information will be sent to the applicant's previous school to determine learning support and/or wellbeing and discipline needs. A meeting with the Principal (or delegate) will be convened after this documentation is completed to determine a starting date

NB: Provisions for a school uniform will need to be made prior to new enrolments starting school at Armidale Secondary College.



# Armidale Secondary College

## 2. Non-Local Enrolment

In all but exceptional circumstances, your child's local school should be the first option when considering enrolment.

- a) A non-local enrolment is a student whose permanent residence is beyond the designated local enrolment area.

**If you are unsure about the designated local enrolment area, please check via the school locator website: <https://my.education.nsw.gov.au/school-finder>**

- b) Parents or caregivers living outside the school's designated local area may apply to enrol their child(ren) at the school.
- c) Places for non-local applicants will be considered in the light of whole school and each academic year's enrolment figures, given:
- the number of teaching spaces available, and
  - that sufficient buffers be left to accommodate possible new local enrolments throughout the school year.
- d) Applications from prospective students **will only be considered by the School Placement Panel following a documented meeting with the local school principal who supports a non-local enrolment at ASC**. The support of the enrolment at ASC will be based on the criteria below.
- e) Non-local enrolment applications will be considered with reference to each applicant's residential address and the following criteria.
- i. Dire compassionate circumstances verified by a government agency or service such as Department of Community Services, Area Health Service, or Courts
  - ii. Siblings of a child currently enrolled at Armidale Secondary College
  - iii. Study of a course offering (or combination of offerings unavailable at another school)

**Please note:** Satisfying one or more of the above criteria does not guarantee enrolment. Offers of enrolment to non-local applicants may only be made when places are available – refer to b) above. Applicants who satisfy any one or more of the above non-local enrolment criteria will not be made offers of enrolment if places are not available.

## 3. Appeals

Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the principal. The principal will seek to resolve the matter. If the matter is not resolved the Director, Educational Leadership (DEL) will consider the appeal and make a determination. The DEL will consult with the principal and school community as necessary. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.



# Armidale Secondary College

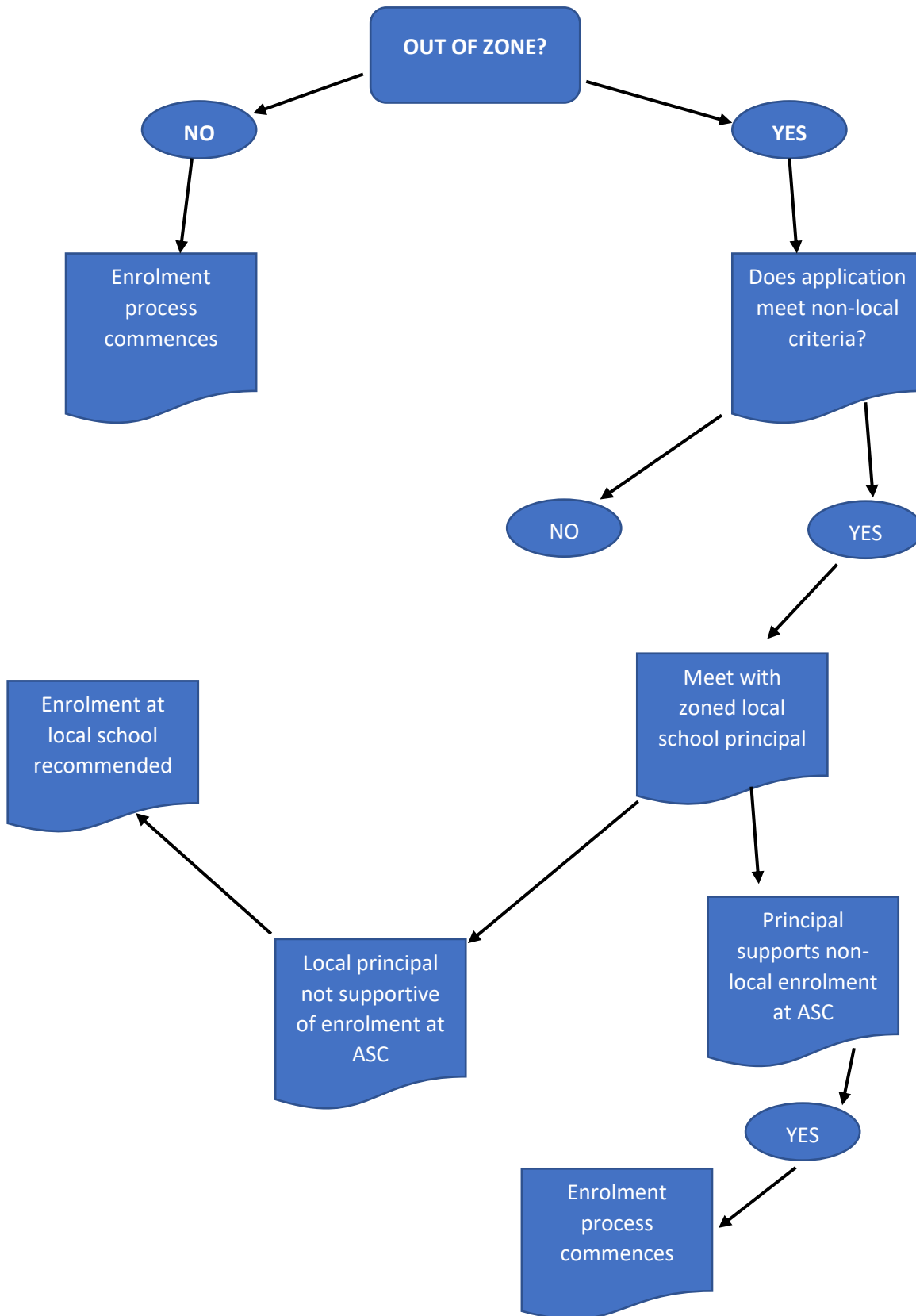
## **4. Exemptions to local-enrolment process**

Students who have been offered a special enrolment placement (eg. support unit, selective class or Intensive English Centre) are exempt from the local-enrolment process. These exemptions are consistent with “General Enrolment Procedures” and the eligibility criteria for these placements.



# Armidale Secondary College

## Flow chart for enrolment process





# Armidale Secondary College

## Appendix 1: Application for non-local enrolment

### Student Information

Family Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Given Name(s): \_\_\_\_\_ Gender: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Parent/carer name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Current school: \_\_\_\_\_

Current scholastic year (K-12): \_\_\_\_\_

### Non local school placement request

Proposed scholastic year (K-12): \_\_\_\_\_ Proposed date for enrolment: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please provide reasons for your application for non-local enrolment based on the school's selection criteria **and** attach supporting documentation:

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Signature of parent/carer: \_\_\_\_\_

### Meeting with local school principal

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Local school principal endorses application to attend ASC based on the school's selection criteria

YES \_\_\_\_\_ NO \_\_\_\_\_ Principal signature: \_\_\_\_\_

### School use only

Date received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Places available: \_\_\_\_\_ Parents advised on: \_\_\_\_/\_\_\_\_/\_\_\_\_

Designated local school: \_\_\_\_\_

Notes: \_\_\_\_\_